



Private Detectives Licensing Board  
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Indianapolis, Indiana 46204  
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Website: [www.pla.IN.gov](http://www.pla.IN.gov)

Governor Mitchell E. Daniels, Jr

## APPLICATION FOR RENEWAL OF PRIVATE DETECTIVE LICENSE

*(Please read instructions carefully)*

The completed renewal application should include the following:

- \_\_\_ COMPLETED RENEWAL APPLICATION
- \_\_\_ RENEWAL FEE - \$150.00
- \_\_\_ AUTHORIZED EMPLOYEE APPLICATION (for new employees)
- \_\_\_ SIGNED EMPLOYEE ROSTER (provided with renewal application)
- \_\_\_ LIMITED CRIMINAL HISTORY (CITY, COUNTY AND STATE)
- \_\_\_ AUTHORITY TO RELEASE INFORMATION FORM
- \_\_\_ PROOF OF CURRENT INCORPORATION (if applicable)
- \_\_\_ PROOF OF SURETY BOND OR LIABILITY INSURANCE
- \_\_\_ INDIANA RESIDENT LICENSEE (out-of-state applicants only)

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### IMPORTANT NOTE

Please note that according to IC 25-30-1-16 of the private detective statute the renewal application must be completed within **thirty (30) days** after the expiration of the license. If the application is not completed within the thirty (30) days, it will be denied and you will need to reapply for a license.

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1. Complete the enclosed application with requested supporting documentation. An incomplete application or missing documentation will delay the processing of your renewal application.
2. Submit a check or money order in the amount of \$150.00 for a two- (2) year license. The \$150.00 fee includes the licensing for one (1) qualifier for the company.
3. Authorized employees - An employee roster is included in the renewal packet. Use this roster to determine renewals and terminations. Submit a \$10.00 renewal fee for each employee. **This roster must be signed by the qualifier or manager of the agency.**

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The authorized employee form must be used if you are adding a new employee. All authorized employees will be issued an identification card and these cards will be mailed directly to the employer. The employee must carry the identification card while performing the duties of the detective company.

4. Submit original copies of your review challenge (limited criminal history) from your **city, county and state of** residence. If you do not reside within a city ordinance, please submit a letter stating this information. The **Indiana State Police** request can be made at their website at [www.in.gov/isp](http://www.in.gov/isp).

5. Submit the signed and notarized "Authority to Release Information" form.

6. If incorporated, please submit **current** proof of incorporation.

7. Submit proof of a Surety Bond in the amount of \$7,000.00 for less than fourteen (14) employees **OR** proof of \$100,000.00 per occurrence liability insurance. For fifteen (15) or more employees, submit proof of \$100,000.00 per occurrence liability insurance.

#### **OUT OF STATE APPLICANTS ONLY**

All non-resident applicants must comply with the above instructions in addition to the following:

Must submit an Indiana state review challenge (limited criminal history). Must have an Indiana Resident Licensee with a valid Indiana private detective agency license.

A letter from this licensee stating that he/she has agreed to be your Indiana Resident Licensee along with the name of the agency, license number and business address will satisfy this requirement. Please refer to IC 25-30-1-14 for the duties of an Indiana Resident Licensee.

Should you have any questions, please feel free to contact us at (317) 234-3040 or [pla11@pla.in.gov](mailto:pla11@pla.in.gov).